

POLICE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses first line supervisory positions in the communications division, the major duties of which include coordinating dispatching with the complaint desk, seeing that all dispatching positions are being handled by qualified personnel, scheduling subordinate communications officers, and supervising the work of subordinates. Employees of this class will also operate communications equipment and perform dispatching tasks. The Communications Officer II works with a high degree of independence, reporting to and having work reviewed by a Police Communications Supervisor. This class ranks directly below that of Police Communications Supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs supervisory tasks such as seeing that an assigned shift is properly manned, approving leave, and evaluating work performance of subordinates;

Sees that all new employees receive necessary training, personally providing on-the-job training; participates in any training offered by the department in communications or related areas;

Determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s);

Keeps track of location and condition of police units at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Enters all complaints and related information into computer;

Watches or listens to monitors registering burglar alarms for banks, verifies alarms, and dispatches units according to department policy;

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Police Communications Officer I for at least five (5) years. (Time to be counted from date of confirmation in the class.)

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